

## Community Eligibility Provision Reporting Instructions

All SFA's (whether interested in CEP or not) will be required to complete the Community Eligibility Provision (CEP) Site List in iCAN between **April 1 and 10, 2018.** 

USDA <u>Memo SP 11-2018</u> discusses this requirement in more detail.



See reporting instructions below.

Contact Mikayla Hardy at 605-773-8067 or Mikayla.Hardy@state.sd.us or Andrea Hollin at 605-773-5213 or Andrea.Hollin@state.sd.us with questions.

This institution is an equal opportunity provider.

## Reporting Instructions

**Step 1:** Log in to your iMATCH account and verify that you do not have any pending potential matches or new matches.

**Step 2:** Log in to the iCAN system and under "Applications" in the blue bar at the top of the screen click on "Community Eligibility Provision"



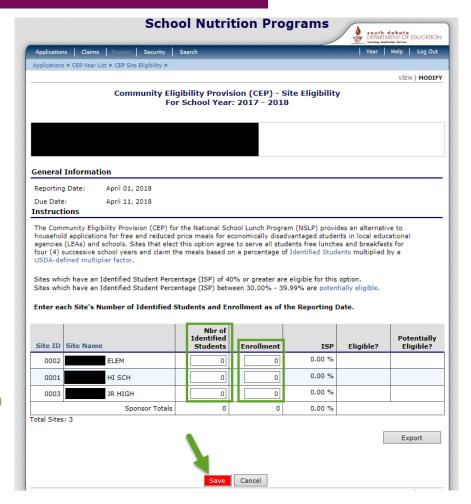
Step 3: Click "Add" for SY 2017-18



## **Instructions Continued**

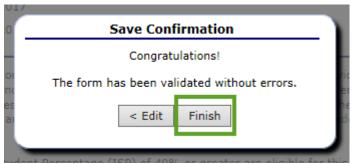
**Step 4:** For each site use data as of April 1st\*\* and:

- Enter the Number of Identified Students
  - Identified Students are students who are directly certified. Direct Cert supersedes any other eligibility determination.
    Students approved free/ reduced based on income should not be included in this number.
  - This number should come from the document you use to create your claims OR from the iMATCH system.
- Enter the Enrollment from Infinite Campus or NASIS
- Click "Save"



**Step 5:** A pop up will appear. Click "Finish" if you are done or "Edit" if you wish to revise your information.

- Remember to Log Out When you are finished.
- You will be able to modify your information until April 10, 2018.



<sup>\*\*</sup>If you cannot retrieve data from April 1st because it is a Sunday, you may use April 2nd.